

## Step 1 - How to look up your LFCC Student ID in MyWorkforce

1. Go to <https://lordfairfax.augusoft.net> and log into your **MyWorkforce** account. This is the same information that you used to register for your course (if you registered online).
  - a. If you do not know your username or password, please click on those links and reset.
2. Once you are logged in, click on **My Profile** on the menu bar to the left and view your information.

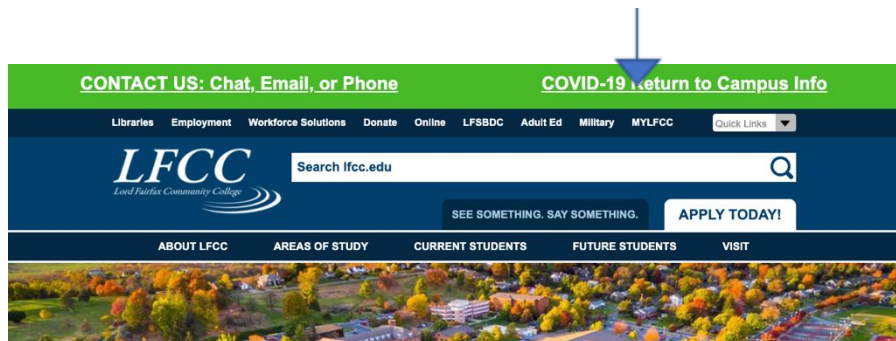


3. You may then need to click on the *top tab (in the middle of the screen)* **My Profile** again.



## Step 2 – How to Access MyLFCC

1. Go to [www.lfcc.edu](http://www.lfcc.edu) and click on Mylfcc in the right hand corner of the page.



2. Click on **Forgot Username**



The image shows the LFCC (Lord Fairfax Community College) login page. At the top is the LFCC logo. Below it are two input fields: 'My Username' with a placeholder 'Username' and 'My Password' with a placeholder 'Password'. A blue arrow points to the 'Forgot Username' link located at the bottom of the page, below the 'SIGN IN' button and the text 'Forgot Password | Forgot Username'.

3. Use your **LFCC Student ID** (Emplid) number (this is the highlighted number above in step 1) to look up your username; and then click **Forgot password** to set your password.



The image shows a 'Password Reset' form. It has a title 'Password Reset' and a subtitle 'Enter your name, date of birth, and either Emplid or SSN'. The form contains the following fields: 'FIRST NAME:' with an input box, 'LAST NAME:' with an input box, 'DATE OF BIRTH:' with an input box containing the placeholder 'MM/DD/YYYY', and two radio button options: 'EMPLID:' and 'SSN:', each with an input box. A 'Next' button is located at the bottom of the form.

**\*\*\* If you have any problems accessing your Mylfcc Account after following these steps, please contact the help desk at (540)-868-7110 for more assistance. Please explain that you are taking a Workforce class and that you are having problems accessing your Mylfcc account.**